



Requirements for Seasonal Systems

WHO DOES THIS FACTSHEET APPLY TO?

SEASONAL SYSTEMS – A seasonal system is defined as a non-community water system that is not operated as a public water system (PWS) on a year-round basis and starts-up and shuts-down at the beginning and end of each operating season. Examples include campgrounds, fairgrounds, seasonal food service facilities, and ski areas.

RTCR

What to Do?

Step 1

Conduct start-up procedures

Step 2

Complete certification forms

Step 3

Maintain good water quality

Step 4

Complete shutdown procedures



Additional RTCR Factsheets:

- Requirements for Small Systems
- Repeat Monitoring Requirements for Small Systems
- Level 1 & Level 2 Assessments and Corrective Actions

ATTENTION!

STARTING APRIL 1, 2016, all seasonal systems must complete the state required startup procedures before serving water to the public. Your water system must complete and submit the state certification form confirming completion of these start-up procedures.

STEP 1: CONDUCT START-UP PROCEDURES



You must conduct NMED-DWB start-up procedures before delivering drinking water to your customers. Start-up procedures help reduce the presence of harmful bacteria in water. The checklist is available on our website at www.env.nm.gov/dwb/RTCR.htm

Maintain/Inspect Well Components

Inspect your well for any potential problems which may increase the possibility of bacteria entering your drinking water system. Check for any potential contamination sources and correct immediately.

Maintain/Inspect Storage Tank Components

Inspect your storage tanks for any potential problems which may increase the possibility of bacteria entering your drinking water system. If any defects are discovered, those defects must be repaired prior to opening for the season.

Inspect, Repair, and Flush Your Distribution System

System Operator should inspect and repair your water system before you deliver water to your customers. Some parts of your water system may have broken down or become worn out during the off season. This can create a situation where bacteria can enter the drinking water.

Flushing the pipe lines in all areas of your water system helps remove buildup and dirty water that has gathered during the off season. Flushing the pipes helps the disinfectant work more effectively to kill bacteria and inactivate viruses.

Collect Samples

Collect "Special" samples of water that is representative of storage tank contents and the distribution system. Have them tested for the presence of bacteria at a state certified lab, after flushing, cleaning, disinfecting, and repairing your water system.

Disinfect

If any of your "Special" Water Samples are positive for Total Coliform or E.Coli, you are required to disinfect your water system. Kill harmful bacteria and inactivate viruses by adding a disinfectant or by making sure the adequate disinfectant residual is present in all areas of your water pipes. Your system should be flushed thoroughly. Be sure to keep the highly chlorinated water away from surface water bodies such as lakes, streams, and ponds, as well as septic systems. Remember, you may not deliver water to your customers until proper disinfecting and flushing of your system is completed.



STEP 2: COMPLETE CERTIFICATION FORMS EACH SEASON BEFORE DELIVERING WATER TO YOUR CUSTOMERS

CONTACT NMED-DWB if you need help understanding or following the Start-Up Procedures.

- **PERFORM** the items in the start-up procedures checklist.
- **COMPLETE** the Start-Up Procedures Certification Form.
- **SUBMIT** Start-Up Procedures Certification Form to the state.
- **Start Up Procedures Checklist, Certification Form and Guidance Document are available on the DWB website at: www.env.nm.gov/dwb/RTCR.htm**

WHEN YOU SIGN AND SUBMIT this form, you are certifying that you have completed all of the start-up procedures, including:

- Maintain/Inspect Well Components.
- Maintain/Inspect Storage Tank Components (if applicable).
- Inspect and Repair Any Leaks and Flush Your Water System.
- Collect "Special" Total Coliform Samples.
- Disinfection of Storage Tanks and/or Distribution System (if applicable).
- Collected Additional Sets of "Special" Total Coliform Samples (if applicable)

New Mexico Environment Department
 Drinking Water Bureau
 Startup Checklist for Seasonal Systems
 RTCR-Startup

PWS ID: NM35 | PWS Name: | City/Town: |
 Operational Dates: Opening Date (mm/yyyy) | Closing Date (mm/yyyy)

INSTRUCTIONS:
 *Please note that all start-up procedures for seasonal systems, including completion of this checklist, must be completed and submitted to NMED-DWB at a minimum of 10 days prior to providing water to the public.
 All startup checklists and procedures must be completed by an appropriately certified New Mexico water operator.
 If seasonal system fails to fully complete required start up procedures, a treatment technique violation will be issued and a Level 1 assessment will be required to be completed.

1. Source(s) - ALL OF THE FOLLOWING ARE REQUIRED TO BE COMPLETED
 Inspect sources and verify the following. If any repairs are necessary, please complete the repairs and provide additional comments below:

Yes No Well(s) / Springs completely sealed?
 Yes No Any openings that could allow in animals, insects, or stagnant water?
 Yes No Any changes to the source that could affect the water quality?
 Yes No Are any repairs necessary to the source?

Additional comments:

STEP 3: MAINTAIN GOOD WATER QUALITY AND A GOOD REPUTATION WITH YOUR CUSTOMERS

If your water system does not complete all of the start-up procedures, you must notify your customers that your water system had a drinking water violation for failure to complete start-up procedures as well as having to perform Level 2 Assessment.

CONTACT NMED-DWB for information on the proper public notification procedures (including language you must use), and timing.

STEP 4: COMPLETE SHUTDOWN PROCEDURES

Similar to start-up procedures, completing shutdown procedures at the end of your business season will help you minimize repairs to the water system when your water system opens up again next season. To determine appropriate shutdown procedures for your water system, contact NMED-DWB. In general, you should:

- Inspect your entire system and look for problems and damage that need attention or repairs.
- Turn off the power to your water supply pump and all treatment systems.
- If there is potential for your pressure tank or storage tank to freeze, drain it. If there is no potential for your tanks to freeze, you may choose to leave them full.
- Drain all of the water from your internal plumbing.
- Protect your distribution system by not leaving taps open in the off season.